



APPENDIX—A

Commercial Sea Kayak Guide and Outfitting Service At Scorpion Area, Santa Cruz Island SUPPLEMENTAL QUESTIONS

I. GENERAL INFORMATION

- (1) The NPS has limited commercial sea kayak guiding and outfitting at the Scorpion Area on Santa Cruz Island to no more than three (3) legally separate and distinct companies.
- (2) The CUA will be for two (2) calendar years; 2009 and 2010 and will expire on December 31, 2010.
- (3) A minimum operational level of 400 paid client days per year must be met in order to maintain the authorization for the following calendar year.
- (4) The CUA will authorize each company to conduct half day to full day and multi-day guided sea kayak and outfitting trips within the Scorpion area.
- (5) The CUA will be for not more than 28 kayaks disbursed and managed as follows:
 - (a) Not more than 20 kayaks total may be in use at any one time; a maximum of 16 for clients, and up to 4 for guides. The 20 kayaks in use at any one time limit includes kayaks personally owned, used, rented, or operated by the Permittee or its employees, clients and guests.
 - (b) Not more than eight (8) of these kayaks may be tandems.
 - (c) Up to eight (8) kayaks may be utilized for spares to match client needs. Kayaks not in use must be stored at the designated storage location.
 - (d) The maximum client to guide ratio will be not more than an eight (8) clients to one (1) lead guide.
- (6) **A Completed Application for this CUA Must Include the Following:**
 - (a) Completed Application Form
 - (b) Completed Answers to all questions asked in this Appendix A
 - (c) Check for Application/Administrative Fee of \$500

Mail your applications to: Channel Islands National Park
Attn: CUA Program
1901 Spinnaker Drive
Ventura, CA. 93001

- (7) All information must be received in our office by **3:00p.m., Friday, March 20, 2009.**
- (8) If a CUA is awarded, the CUA Holder is required to report activity levels and remit payment:

- (a) **Annual Reporting** – Commercial Use Authorization Survey – Due annually
- (b) **Monitoring and Management Fee** - \$4,500 – Due upon issuance of CUA and Annually
- (c) **Facility Use Fee** - \$500 – for storage of kayaks and associated equipment on site – Due upon issuance of CUA and Annually.

(9) All requests for this CUA will receive a response from our office. If the Application results in award, the CUA will be mailed to the Applicant for signature.

II. MULTI-LEVEL NPS QUALIFICATION AND AWARD PROCESS

Only three (3) CUAs will be awarded for this activity. Depending upon the number of Applications received, NPS may process the CUA Application in several stages.

First, the NPS will initially qualify each application to determine if all of the required information has been provided. For example, an Applicant's failure to complete information required in the Application Form or in this Appendix A, or if the Application is not received by the 3:00p.m. deadline on Friday, March 20th, or the Application Fee is not submitted with your application, may result in the rejection of your application without further consideration. If the Application is determined by NPS to be complete and meet the minimum qualifications as set forth in the Appendices, the CUA Application passes the initial qualification and moves to a second stage.

If there are three or less qualified applicants then a CUA will be issued to each applicant.

If there are more than three qualifying applicants that pass the initial qualification stage, the NPS will perform a second qualification round as outlined below. The Applications will be evaluated and their relative qualities assessed on the following factors (discussed more fully below, in section III), each of which is equally important:

- (1) Resource Protection
- (2) Visitor Safety
- (3) Relevant Experience and Credit History
- (4) Submission of Operating Plan.

III. APPLICATION NARRATIVE RESPONSE

Provide in writing the following information:

- (1) **Resource Protection** – The Park is prohibited by law from issuing more CUAs than are consistent with the preservation and proper management of Park resources and values. One objective of the Park in evaluating this is to assure the protection of fragile and sensitive marine and terrestrial resources (i.e. sea caves, breeding sea birds, seals and sea lions, dry sea caves).
 - (a) Describe any formal or informal training, education, and/or experience that you have obtained about the National Park Service and specifically, Channel Islands National Park.
 - (b) What experience, training and/or certification do you have in the realm of environmental ethics and practices (e.g. Leave No Trace training). *Proper certificates or course completion documents for owners and/or employees must be submitted to receive full consideration.*

- (c) Describe the manner and content of marine bird, mammal, and wildlife protection orientation you will provide to clients and guides.
- (2) **Visitor Safety** – The Park is concerned, among other things, about the safety of visitors. The Park expects that any kayak experience provided to its visitors be safe, particularly in adverse sea and weather conditions.
- (a) Describe the safety record of your company in both open water and sea cave environments. How many incidents per thousand clients in the past five years have you had? List injuries, severity of injuries, kayaker assists (i.e. tows and kayak re-entry assists), and how many times you required professional emergency medical care to assist clients.
 - (b) What formal processes/procedures do you employ onsite to reduce risk on a daily basis? What environmental indicators do you assess to determine if the activity can be carried out and how do you assess client ability prior to undertaking the activity? Provide the list of equipment that will be issued to each client. Will that list change based on weather and sea conditions? If so, how?
 - (c) Provide two examples that demonstrate your ability to safely manage incidents and emergencies that minimized injury, natural resource or equipment loss.
 - (d) What type and level of training do your guides receive relating to kayak rescue, emergency medical treatment and CPR, group management, and industry standards of service? *Proper certificates or course completion documents must be submitted to receive full consideration.*
 - (e) How many kayak guides do you employ? How many of these guides are considered advanced level guides and what is their average number of years of experience? Provide resumes of key individuals that you will employ. Specifically identify the manager and describe their decision making authority. The Park will evaluate key personnel qualifications and experience based on scope, magnitude, and relevance to the work that will be authorized under the CUA.
- (3) **Relevant Experience and Credit History.** The Park is looking for a business entity that has experience and competence in providing guided sea kayak services and demonstrates a satisfactory business credit history with sufficient financial resources to meet the requirements of the authorization.
- (a) Provide the total number of years that your company has provided sea kayaking. In your response provide specific examples of relevant experience in providing guided kayaking in remote, off-shore wilderness areas. Where has your company provided these guided kayaking services? What types of sea and weather conditions were encountered? What are your company's weather and sea condition cancellation parameters?
 - (b) What experience does your company have in guiding **sea cave** kayaking excursions? Where was this experience gained? How many years of experience?
 - (c) In the last 5 years has your company held any previous business sea kayaking permit with any public agency (submit proof)? If yes, has that permit ever been revoked? Why?
 - (d) Provide a current business credit report (within the last six months) from a major credit reporting company such as Equifax, Experien or Dun & Bradstreet. In the event the Applicant is an individual, provide documentation sufficient to demonstrate Applicant's capacity and capability to operate the services.

(4) Operating Plan:

Applicant must prepare an *Operating Plan*. The *Operating Plan* will be reviewed for compatibility with the guidelines for commercial services, interpretation, and resource protection at the Park. . CUA's will not be issued and trips must not begin until the Operating Plan has been approved. The CUA Holder will be required as a condition of the CUA to comply with the approved Operating Plan. The *Operating Plan*, at a minimum, should include:

- (a) Explanation of services to be provided.
- (b) Beginning and ending dates of service.
- (c) Copy of your rate sheet.
- (d) Average and maximum size of group(s) for each type of activity planned.
- (e) Qualifications roster of individuals guiding in the Park.
- (f) Outline of environmental education information that will be provided to your clients.
- (g) Describe your accident prevention program, including safety and/or sanitation precautions/procedures that apply to your service.
- (h) Visitor Acknowledgement of Risk Form. (*if applicable*) This form must meet the requirements of the National Park Service approved form. Please see the Application Instructions and the draft CUA for more information.
- (i) Resource protection measures including measures/guidelines that will be taken to avoid impacts to ecosystem.
- (j) Visitor experience measures, including measures/guidelines that will minimize impacts on other park visitors (e.g. non-guided kayakers, beach users, swimmers, divers/snorkelors)
- (k) Explanation of the procedures to be taken in case of accidents or other emergencies.